

Interpreter Procedure

Purpose

The purpose of this procedure is to help staff how to use and access an interpreter.

Procedure

Accessing an interpreter

A list with current interpreter names is emailed to site staff in the fall of each year and updated in the spring. Any interpreter list from the previous year cannot be considered to be accurate and must not be used. Interpreters are paid only for the approved assignments listed below.

Approved interpreter assignments

- enrollment appointments
- orientation, slow start, first day of school
- home visits and conferences
- phone calls with families
- developmental, hearing, and vision screenings
- parent meetings and classes
- literacy activities
- family activities at the centers
- emergencies
- trainings (e.g., Peer Health, Peer Literacy)
- Policy Council and center Board Meetings]

Unapproved interpreter assignments

- fieldtrips
- social times at parent meetings (interpreters will be encouraged to attend but will not be reimbursed for their time during dinner or lunch gatherings unless the meeting is conducted while eating or they are working in an interpreter capacity during such times)
- IEP meetings, screenings or evaluations provided by school districts (districts are expected to provide their own interpreters)*
- classroom time, because Bilingual Instructional Assistants are available to provide support
- visits to any type of doctor or dentist
- visits to food banks, clothing banks or housing offices
- any interpreting assignment requested by any person other than a Head Start/ECEAP staff member
- kindergarten orientations or roundups (schools are expected to provide their own interpreters)*
- activities not related to Head Start/ECEAP or the Head Start/ECEAP child

Exceptions

Exceptions will be considered on a case-by-case basis.

Interpreter Procedure

Mileage

Interpreters will no longer be paid mileage from their homes to the school. We are asking staff to call interpreters that are listed in their geographical area first before calling interpreters outside of their area. Those interpreters that speak unique languages (any language other than Spanish) will be reimbursed mileage so that they can service all of our geographical areas due to our limited number of interpreters for those languages.

Interpreter Timesheet

- Staff must sign the timesheet for each interpreter job. A staff signature means that the information that is provided is accurate.
- If the interpreter forgets to bring their own timesheet with them on the date that services were provided, staff should download a copy of the timesheet so that it can be signed that day.
- It will be the responsibility of the interpreter to make their own copy for their records.

Cancellations

- If the family is a “no-show” on the date that an interpreter is called in or if the meeting is cancelled less than an hour before the scheduled time, the interpreter can claim 30 minutes on their timesheet.
- Staff must sign for the job, and state that the time claimed is for a “no-show” or late cancellation. This information is added in the “Reason for Visit” box of the timesheet.

Phone Calls

While some interpreters will continue to use their personal phones to make calls to families, they cannot be expected to use their own private phones in this manner. Interpreters are not being compensated for the use of their phones to perform work duties. Also, by using their own phones they will be giving families access to their own personal contact information which allows for the possibility of misuse. It is recommended that if staff need phone calls made to families, the interpreter be asked to come in to the site to make the calls.

Questions

Argentina Back, Multilingual Services Manager

Aback@psed.org

425.917.7829 (King)

253.778.7829 (Pierce)

Related Documents

Interpreter Timesheet